Table of Contents

Introduction ...................................................................................................................... 3
Definitions .................................................................................................................... 3
Entering Time ................................................................................................................... 8
  Time Sheet Options ..................................................................................................... 10
Submitting Hours for Approval ....................................................................................... 12
Verifying Your Timesheet’s Approval ............................................................................ 13
Additional Topics ...................................................................................................... 14
  Copying Hours ............................................................................................................. 14
  Viewing Sick and Vacation Balances ............................................................................ 16
Web Time Entry for Non-Exempt Employees

Introduction

The Banner HR-Payroll module allows for electronic approvals of nonexempt staff time worked and exempt staff vacation and sick leave reporting. Approvers have the responsibility to review the time entered, and certify that it is accurate before submitting it to Payroll by the pay period deadline.

Definitions

Approver:  An employee who has been designated to approve time for other employees or students.

Proxy:  An employee who has been designated by an “Approver” to act on his/her behalf when the Approver is unavailable. The “Approver” must identify a “Proxy” to act on his/her behalf and this information must be communicated to Human Resources to ensure the “Proxy” has appropriate access established.

NOTE:  The “Approver” must also communicate with the “Proxy” when he/she is needed to fulfill the “Proxy” role.

Web Time Entry:  Nonexempt employees will enter their time to be paid through web time entry. The approval queue begins with a “T,” for example, T1120A.

Nonexempt:  Nonexempt employees are hourly staff members who are technical, administrative or professional, as well as the majority of student employees.

Leave Report:  Exempt employees will enter vacation and sick leave usage through the web-based reporting system. The approval queue begins with an “L,” for example L1120A.

Exempt:  Exempt employees are salaried staff members who are administrative, professional or library faculty.
Accessing Your Timesheet Through Porches

1. Open your web browser and go to the University web portal at this address: porches.udayton.edu.

2. Log into Porches using your LDAP user name and password. If you have forgotten your username and password contact the UDit Helpdesk at 229-3888.

Figure 1. Porches Log-In
3. Click on the link to the **HR Connections Page**.

The **Time Reporting** channel will display the time sheet that **you** need to complete. The red flag icon 🔄 is displayed next to any pay events that have reached the time entry cut-off date and when there are pending records within the queue.

Most employees will only have one position. If you have multiple positions at the University, you may only complete hours worked for one position at a time. You may return to the Time Reporting Channel to complete a time sheet for each position worked in a pay period.
4. Once a selection has been made, click on the Time Sheet link. This opens your time sheet.

Figure 3. Time Reporting Channel

Note that you are still logged into Porches and you can return to the HR Connections Tab by clicking on the Back to HR Connections link at top left.

Figure 4. Accessing Time Sheet
If you click on the tabs at the top of the screen, you will be navigating through Banner Self-Service.

**Figure 5. Banner Self-Service**
Entering Time

1. Below is a time sheet for a nonexempt employee. All hours worked, including overtime (except hours worked on a holiday), should be entered on the Regular Pay line. Banner automatically calculates applicable overtime for each work week. Hours for all other earning categories, e.g. holiday pay, vacation or sick leave, should be entered on the appropriate line. Vacation and sick leave may be entered in increments of one tenth of an hour.

2. Note that the Time and Leave Reporting screen only shows seven days of the pay period at a time. To view the remainder of the pay period, click on the Next button.

3. Click on the Previous button to view prior days in the same pay period.

Figure 6. Nonexempt Employee Timesheet
4. To begin, click on **Enter Hours** for a particular day on the appropriate line item under **Earning**. Then click inside the **Hours** field and enter the appropriate number of hours for that day. Click on the **Save** button each time to record your hours. Do not change the **Shift** field from the default setting of 1. The **Default Hours or Units** column will always be zero. The **Total Hours** will change as you enter time.

5. Clicking **Copy** will allow you to copy time from one day to multiple days within the pay period. Please see page 14 for instructions on copying hours.

![Figure 7. Enter Hours for a Day](image)
Time Sheet Options

Once you have entered your hours, you have the option to choose one or more of the following:

- Position Selection
- Comments
- Preview
- Submit for Approval
- Reset
- Next

**Position Selection**: While using this option will allow you to access the time sheet for a secondary position, the preferred method for accessing an additional time sheet is to click on the HR Connections link and return to the Time Reporting channel. From there you may select another time sheet.

**Comments**: This button allows you to enter comments for your Approver to see. Payroll will be able to view these comments as well.

![Enter or edit comments until you submit the record for approval.](image)
**Preview:** This button allows you to view hours entered for an entire pay period.

<table>
<thead>
<tr>
<th>Time Sheet</th>
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<th>Total Tuesday</th>
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</tbody>
</table>

**Figure 9. Preview Time Sheet Before Submission**

**Restart:** This clears all information that has been entered and/or saved on the time sheet you are currently in.

If you are ready to submit your hours, proceed to the next section on submitting time sheets for approval.

If you are not ready to submit hours for approval, click on the **Save** button and then on the **HR Connections** link to exit the Time and Leave Reporting system.
Web Time Entry for Non-Exempt Employees

Submitting Hours for Approval

When you are satisfied that you have entered all time correctly, click on the **Submit for Approval** button. A **Certification** page will appear and you will need to reenter your LDAP information. This is your electronic signature, and certifies the information you recorded is accurate.

**NOTE:** Once submitted, you cannot change your time sheet. However, if necessary, your Approver can make the required adjustments or send it back to you for correction if the employee deadline has not yet passed.

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**Figure 10. Certification Page for Time Sheet**

**Figure 11. Confirmation Time Sheet was Submitted Successfully**
Verifying Your Time Sheet Approval

To confirm that your timesheet was submitted successfully, review the information at the bottom of your report. Banner updates the **Submitted for Approval By** with the date you submitted your time sheet. It also populates the **Waiting for Approval From** field.

Once your approver has approved your time, the **Approved By** field will also be populated with the date when the timesheet was approved.

![Time and Leave Reporting](image)

**Figure 12. Verifying Your Time Sheet Approval**
Additional Topics

Copying Hours

There are two ways to copy hours across multiple days.

1. If all of the hours in your pay period are in the **same Earning** category:
   - Click on **Enter Hours** for the first day of the pay period on the appropriate line item under **Earning**. Then click inside the **Hours** field and enter the appropriate number of hours for that day. Click on the **Save** button to record your hours.
   - Click on the **Copy** button.
   - Click on the check box, **Copy from the date displayed to end of the pay period**.
   - Do not check the **Include Saturday** or **Include Sunday** boxes unless you worked on these days.
   - Click on the **Copy** button again. You will receive a confirmation message, “Your hours have been copied successfully” in the upper left portion of the screen.
   - To return to the time sheet, click the **Time Sheet** button
1. If some of the hours in an **Earning category are the same for multiple, but not all days**:

   - Click on **Enter Hours** for a particular day on the appropriate line item under **Earning**. Then click inside the **Hours** field and enter the appropriate number of hours for that day. Click on the **Save** button to record your hours.
   - Click on the **Copy** button.
   - Click in the check box under each day that you worked the same number of hours.
   - Click the **Copy** button again. You will receive a confirmation message, “Your hours have been copied successfully” in the upper left portion of the screen.
   - To return to the time sheet, click the **Time Sheet** button.

![Copy will allow you to copy time from one day to multiple days within the pay period.](image)

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**Figure 14. Copying Hours by Day**
Viewing Sick and Vacation Balances

You may view your sick and vacation balances through Banner Self-Service. **Please Note:** If you have taken time that you have not accrued, Banner will automatically dock your pay.

1. Click on the **Leave Details** link in the Employment Details Channel.

![Employment Details Channel](image_url)

Figure 15. Employment Details Channel
Quick Start Summary

Recording Time: Non-Exempt Employees

1. Open your web browser and go to porches.udayton.edu
2. Sign on with your LDAP username and password.
3. Click on the HR Connections tab.
4. Click on the Time Sheet link located within the Time Reporting channel.
5. Click on the Enter Hours link for a particular day. Be sure to use the appropriate Earning type, e.g., Regular Pay, Vacation, Sick Leave, etc.
6. Click on the Hours field. Enter the number of hours worked for a particular day.
7. Click on the Save button.
8. Once you have entered time for the entire pay period, click on the Submit for Approval button.
9. Type in your LDAP password.
10. Click on the Submit button.
Quick Start Summary

Copying Hours: Non-Exempt Employees

1. Open your web browser and go to porches.udayton.edu
2. Sign on with your LDAP username and password.
3. Click on the HR Connections tab.
4. Click on the Time Sheet link located within the Time Reporting channel.
5. Click on the Enter Hours link for a particular day. Be sure to use the appropriate Earning type, e.g. Regular Pay, Vacation, Sick Leave, etc.
6. Click on the Hours field. Enter the appropriate hours.
7. Click on the Copy button.
8. Click in the check box under each day that you worked the same number of hours.
9. Click on the Copy from date displayed to end of the pay period check box.
10. If some of the hours in an Earning type are the same for multiple, but not all days...
11. If all of the hours in your pay period are the same Earning type...
12. Click on the Time Sheet button.
13. Click on the Copy button.
14. Click on the Submit for Approval button.
15. Type in your LDAP password.
16. Click on the Submit button.

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